

Teachers with valid California Multiple or Single Subject Teaching Credentials may obtain an additional teaching credential without having to complete the full professional preparation program for that credential (California Education Code, Section 44225(e) and Title 5, California Code of Regulations, Section 80499).

Requirements for Adding a Multiple Subject Credential to a Valid CA Single Subject Credential:

1. Subject Matter Competence in Multiple Subjects (choose one: CSET or CTC approved subject matter program)
2. Multiple Subject Methods course (choose one: EDEL 442, EDEL 462, EDEL 472 or SCED 475)
3. Course in alternative methods of developing English Language Skills (EDEL 452)
4. Passing RICA results

Requirements for Adding a Single Subject Credential to a Valid CA Multiple Subject Credential:

1. Subject Matter Competence in the requested content area (choose one: CSET or CTC approved subject matter program)
2. Single Subject Methods course in the requested content area (EDSS 450)

Requirements for Adding an Additional Content Area to a Valid CA Single Subject Credential:

1. Subject Matter Competence in the requested content area (choose one: CSET or CTC approved subject matter program)
2. Single Subject Methods course in the requested content area (EDSS 450)

The Commission on Teacher Credentialing requires 80499 applications to be submitted by mail. If you would like the Credential Center to submit your application on your behalf, please submit the following items to the Credential Center, EED-42:

- Credential Evaluation Request Form – page 2 of this handout
- \$25 Cash, Check or Money Order – payable to “CSU, Long Beach” (Credential Evaluation & Service fee is non-refundable)
- Official transcript from college/university where coursework was met
- Valid Teaching Credential – printout of your valid California Multiple/Single Subject Teaching Credential, showing authorizations and issuance/expiration dates
- Subject Matter Competence – verified by one of the following
 - Copy of official passing CSET results; or
 - Original letter verifying completion of an approved subject matter program
- RICA – Copy of official passing scores, if applicable
- CTC Application Form 41-4
 - Download form from the following website: <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>
 - Complete sections 1, 4, 5 and 7 (NOTE: If you answer yes to any questions in section 4, you must complete the corresponding Professional Fitness Explanation Form (link provided in 41-4 form).
- \$100 Money Order – payable to “CTC”

What happens next?

Within approximately 30 days of receipt of all needed documents and fees, a Credential Center Analyst will send your application packet to the CTC. Once the CTC receives the application packet, it will take approximately three months to process. Copies of your application and a verification letter will be mailed to you.

Please Note: We cannot make copies for you. A copy machine is available for your use in the CSULB Library.

Complete all information requested below and return to the Credential Center, EED-42 with the necessary documents. You are responsible for notifying the Credential Center of any changes in your name, address, or email address.

Social Security #	Birthdate	Student ID #	Phone #
Last Name	First Name	Middle	Former Name(s)
Address	City	State	Zip Code
		Email Address	

Gender and Ethnicity:

- | | | | |
|--|--|--|--------------------------------|
| <input type="checkbox"/> Female | <input type="checkbox"/> Male | <input type="checkbox"/> Black or African American | <input type="checkbox"/> White |
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Two or More Races/Ethnicities | |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | <input type="checkbox"/> Decline to State | |

I am adding a:

- Multiple Subject Credential
- Single Subject Credential in the following content area: _____

Check the items you are submitting:

- \$25 Credential Evaluation & Service fee – cash, check or money order payable to “CSULB” (fee is non-refundable)
- Valid Teaching Credential – printout of your valid California Multiple/Single Subject Teaching Credential, showing authorizations and issuance/expiration dates
- Subject Matter Competence (provide one of the following):
 - Exam – Copy of official passing CSET scores
 - Program – Original verification letter if met at university other than CSULB
- RICA – copy of passing scores, if applicable
- Official transcripts from college/university where coursework was met.
- Completed CTC Application 41-4 form: <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>
- \$100 Money Order – payable to “CTC”

I understand that I must provide all documentation required for evaluation and recommendation of the credential. I authorize the Credential Center at CSU, Long Beach to release information regarding the status of my credential to the school districts and/or county offices of education for the purposes of my employment.

Signature _____ **Date** _____

Office Use Only Cash Check MO Initials: _____